

# Fee Waivers

## READ THIS FIRST!

If you cannot afford the court fees and costs, you can ask the court for a fee waiver. You may need different forms and the process can be a little confusing.

To help you, this packet has frequently asked questions, sample forms and instructions. You can find the forms you will need to fill out at [www.courtinfo.ca.gov/forms](http://www.courtinfo.ca.gov/forms) and the frequently asked questions at <http://www.courtinfo.ca.gov/selfhelp/lowcost/getready.htm#fees>.

**It is very important that you:**

1. **Read the forms very carefully.** The forms contain a lot of information you must know. They can help you understand what you have to do and decide on your options. Do not just skip to the parts you have to answer. Read everything on the form you are filling out.
2. **Fill out the forms carefully, and tell the truth.** Your answers must be accurate and complete. You must sign your forms under penalty of perjury, and you could get in trouble if you lie or leave information out on purpose to mislead the court.
3. **Make sure you always use the right form.** The form names and numbers are on the top and/or bottom of every page. There is also a date on the bottom left-hand section of the page. Make sure that date is July 1, 2009. If it is not, you have an outdated form that the court will not accept.

## Frequently Asked Questions on Fee Waivers in Superior Court

### **I cannot afford my court fees. What can I do?**

If you are low-income and cannot afford to pay the fee to file your court papers, you can ask for a "Fee Waiver".

To ask for a fee waiver:

- Read *Information Sheet on Waiver of Superior Court Fees and Costs* (Form FW-001-INFO).
- Fill out *Request to Waive Court Fees* (Form FW-001), reading the form very carefully and using the attached sample form as a guide.
- Make 2 copies of your completed Form FW-001.
- Turn in your fee waiver forms to the clerk. They will tell you how long it will take to process your application for fee waiver.

**Remember:** You must sign your request for a fee waiver under penalty of perjury. So, on your forms, you must tell the truth, and your answers must be accurate and complete.

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### **Who can get a fee waiver?**

There are 3 ways to qualify for a fee waiver:

- If you are receiving public benefits, like Medi-Cal, Food Stamps, Cal-Works, General Assistance, SSI, SSP, Tribal TANF, IHHS or CAPI;
- If your household income, before taxes, is less than the amounts listed on Form FW-001 in item 5b, *or*
- If the court finds that you do not have enough income to pay for your household's basic needs AND the court fees.

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### **What fees and costs can the trial court waive if I qualify for the fee waiver?**

If you file a *Request to Waive Court Fees* (Form FW-001) and your request is granted, you will not have to pay fees for:

- Filing papers in superior court (except for appeals in cases worth over \$25,000)
- Making and certifying copies
- Sheriff's fee to give notice
- Court-appointed interpreter in small claims court
- Court fees for telephone hearings
- Giving notice and certificates
- Sending papers to another department
- Court reporter's daily fees (for the first 60 days following the grant of the fee waiver)
- Preparing, copying, and certifying a clerk's transcript on appeal and transmitting it to the appellate court and the party.

If you file a *Request to Waiver Additional Court Fees* (Form FW-002) and the court grants your request, you will not have to pay fees for services the court determines to be necessary for your case. The fees that are waived will be checked off on Form FW-003 or Form FW-008. These may include one or more of the following:

- Jury fees and expenses
- Fees for court-appointed experts
- Fees for a police officer to testify in court
- Court appointed interpreter fees for a witness
- Other fees: read Form FW-001-INFO to see examples of the fees you can request to waive.

**Important:** Even if your fees are waived at first, there are some cases in which you may have to pay them back later. Read below to find out when you may have to pay your fees back.

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### **What happens if my fee waiver request is granted?**

The fees and costs checked off on Form FW-003 or FW-008 will be waived and you will be able to proceed with your case without paying those fees and costs.

But, even if your fees are waived at first, there are some cases in which you may have to pay them back later. Read below to find out when you may have to pay your fees back.

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### **Why was my fee waiver request denied without a hearing?**

Your fee waiver application may be denied without a hearing for one of two reasons:

- it is incomplete, or
- from your application, the court decided you are not eligible for the fee waiver.

The judge will check the reason for denying your request on page 2 of Form FW-003.

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### **What happens if my fee waiver request is denied without a hearing?**

If your fee waiver is denied without a hearing, you have 10 days from the date in the Clerk's Certificate of Service (at the bottom of page 2 of Form FW-003 or attached to that form) to:

- (1) pay your fees,
- (2) file a new request if the court found that your request was incomplete, or
- (3) ask for a hearing to show the court more information.

Read item 5b on Form FW-003 carefully to find out what you need to do.

If you do not do one of these 3 things, the court will cancel the papers you filed with your fee waiver request and you can miss important deadlines or have to start all over.

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**What happens if the court does not deny my fee waiver but says it needs more information?**

If the court wants more information to make a decision on your fee waiver, the court will set up a hearing date for you. The information on the hearing will be on page 2 of Form FW-003, under item #4-c.

Make sure you go to that hearing. Bring with you any documents that the court tells you to bring. The court will tell you what documents it wants you to bring right above the hearing date information.

If you do not go to this court hearing, your fee waiver application will be denied and you will have to pay your fees in 10 days.

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**My fee waiver request was denied without a hearing. How do I ask for a court hearing to bring more information?**

- Fill out a *Request for Hearing about Court Fee Waiver Order* (Form FW-006) and the top of *Notice on Hearing about Court Fees* (Form FW-007) using the attached sample forms as a guide.
- Make 2 copies of each form and turn them in to the clerk.
- The court will send you Form FW-007 completed, telling you when the court date is for your fee waiver hearing.

If you missed the deadline and filed your request for hearing more than 10 days after your fee waiver application was denied, the court will deny your hearing request and say so on Form FW-007. If there is another reason why the court denies your hearing request, the court will write it in item #5c.

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**My fee waiver application was denied after a hearing. What do I do?**

It depends on what the court orders. First, look at page two of the *Order on Court Fee Waiver after Hearing* (Form FW-008) to see what the court ordered.

- If the court grants you a partial waiver of your fees and costs, you will still have to pay some of the fees, but not all. The court will tell what part of the fees are waived on page 2 of Form FW-008, item c. You must pay any other fees you owe within 10 days after the date in the Clerk's Certificate of Service (at the bottom of the form or attached to it). If you do not, the court will cancel the papers you filed.
- If the court denies your request for a waiver, but allows you to pay some court fees and costs over time, the court will check items b (1) and b (2) at the top of

- If the court denies your request for a waiver and orders you to pay in full immediately, the court will check only item b (1) at the top of page 2 of Form FW-008. You must pay your court fees within 10 days after the date in the Clerk's Certificate of Service (at the bottom of the form or attached to it). If you do not pay, the court will cancel the papers you filed.

**Remember:** You must act quickly after you get that order if you want your case to move forward.

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**I have to pay court fees that are not included in my *Order on Court Fee Waiver* (Form FW-003 or FW-008, but I cannot afford them. What can I do?**

- Read *Information Sheet on Waiver of Superior Court Fees and Costs* (Form FW-001-INFO).
- Fill out a *Request to Waive Additional Court Fees* (Form FW-002), and the top of *Order on Court Fee Waiver* (Form FW-003) using the attached sample forms as a guide.
- If you don't already have an order that waived or reduced your initial court fees, you must also file a *Request to Waiver Court Fees* (Form FW-001) along with Form FW-002.
- Make 2 copies of your forms.
- Turn in your forms to the clerk. They will tell you how long it will take to process your application for fee waiver.
- The rest of the process is the same as with your original fee waiver.

**Remember:** You must sign your request for a fee waiver under penalty of perjury. So, on your forms, you must tell the truth, and your answers must be accurate and complete.

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**I got a fee waiver. What do I do next?**

As long as your financial situation remains the same, you do not have to do anything. BUT, if your finances improve or if you can now afford to pay the court fees and costs, you have to tell the court within 5 days. Fill out *Notice to Court of Improved Financial Situation* (Form FW-010) and file it with the clerk.

Also, you may get a *Notice to Appear for Reconsideration of Fee Waiver* (Form FW-011). This is a notice from the court to go to a hearing to reconsider your fee waiver. The court sends this form if it thinks your financial situation may have changed. Make sure you go to this court date, or your fee waiver may be canceled.

It is possible that you may have to pay the fees that were waived in some cases. Read below to find out more.

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**I received a Notice to Appear for Reconsideration of Fee Waiver, but I already got a fee waiver. What do I do?**

The court may send you a *Notice to Appear for Reconsideration of Fee Waiver* (Form FW-011) if it thinks your financial situation may have changed or you are abusing the fee waiver. Make sure you go to this court date, or your fee waiver may be canceled and you may have to repay fees that were waived.

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**I have an Order on Court Fee Waiver (Form FW-003 or Form FW-008), but I now have additional fees that are not included in my Order. What can I do?**

- Read *Information Sheet on Waiver of Superior Court Fees and Costs* (Form FW-001-INFO).
- Fill out a *Request to Waive Additional Court Fees* (Form FW-002), and then top of *Order on Court Fee Waiver* (Form FW-003) using the fee waiver instructions as a guide.
- Make 2 copies of your forms
- Turn in your forms to the clerk. They will tell you how long it will take to process your application for fee waiver.
- The rest of the process is the same as with your original fee waiver.

**Remember:** You must sign your request for a fee waiver under penalty of perjury. So, on your forms, you must tell the truth, and your answers must be accurate and complete.

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**When do fee waivers end?**

Fee waivers expire 60 days after the judgment, dismissal or the case is finished in some other way.

They can also end if the court finds that you are no longer eligible for the fee waiver.

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**Once my fees are waived, will I have to pay them back later?**

It depends.

- If your financial circumstances improve during your case, the court may order you to pay back any fees that were waived after your eligibility ended.
- If you get a judgment or child/spousal/family support order in a family law case, the court may order you or the person who is paying support to pay all or part of your waived fees. If this happens, you or the person ordered to pay your fees has the right to ask for a court hearing. Read below for more information.

- If you have a civil or small claims case and you win, usually the court orders the other side to pay the fees. The court will not enter a satisfaction of judgment until those fees and costs are paid.
- If you have a civil case and you settle with the other side for \$10,000 or more, you will have to pay any waived fees. The court will put a lien on your settlement to pay these fees. And the court will not dismiss the case until the fees have been paid.
- If the court asks you to provide proof for the information you wrote on your fee waiver request and you do not provide that proof, the court will cancel your fee waiver and you will have to pay back any fees and costs that were waived.

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**I lost my civil case and owe money to the other side. The court ordered me to pay the other side's fees but they had a fee waiver. What do I do?**

Even if the other side's fees were waived, you are still responsible for them. You owe them to the court. The judgment against you will not be satisfied until you pay back the waived fees of the other side.

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**I am paying child support /spousal/domestic partner/family support. I received an *Order to Pay Waived Court Fees and Costs* (Form FL-336) that says I also have to pay my spouse's or domestic partner's waived court fees. I disagree with the order. What do I do?**

You can ask for a hearing to request that the court set aside (cancel) the order to pay the other person's waived court fees and costs.

You must request a hearing within 30 days from the date of service of the *Order to Pay Waived Court Fees and Costs* (Form FL-336). If you file in time, you will not have to pay the waived fees until the judge makes a decision after the hearing.

To request a hearing:

1. Fill out a *Notice of Motion* (Form FL-301) or an *Order to Show Cause* (Form FL-300)
2. Fill out an *Application to Set Aside Order to Pay Waived Court Fees-Attachment* (Form FL-337) and attach it to Form FL-301 or Form FL-300.
3. Make 3 copies of your forms.
4. Turn in your forms to the clerk. They will give you a date for the hearing.
5. Serve the other person with one copy of the forms that the clerk returns to you AND include a blank *Responsive Declaration to Order to Show Cause or Notice of Motion* (Form FL-320).
6. Fill out a Proof of Service (Form FL-330 or Form FL-335) and file it with the clerk
7. Make sure you go to your hearing. If you do not go, your request will be denied and you will have to pay back the other side's waived fees and costs.

**I received an *Order to Pay Waived Court Fees and Costs* (Form FL-336) that says I have to pay back my waived court fees. I disagree with the order. What do I do?**

The court may order you to pay back fees and costs that were previously waived for you if the court believes your financial situation has changed. If you disagree with the order, you can ask for a hearing to request that the court set aside (cancel) the order.

You must request a hearing within 30 days from the date of service of the *Order to Pay Waived Court Fees and Costs* (Form FL-336). If you file in time, you will not have to pay the waived fees until the judge makes a decision after the hearing.

To request a hearing:

1. Fill out a *Notice of Motion* (Form FL-301) or an *Order to Show Cause* (Form FL-300)
2. Fill out an *Application to Set Aside Order to Pay Waived Court Fees-Attachment* (Form FL-337) and attach it to Form FL-301 or Form FL-300.
3. Make 3 copies of your forms.
4. Turn in your forms to the clerk. They will give you a date for the hearing.
5. Serve the other person with one copy of the forms that the clerk returns to you AND include a blank *Responsive Declaration to Order to Show Cause or Notice of Motion* (Form FL-320).
6. Fill out a Proof of Service form (Form FL-330 or Form FL-335) and file it with the clerk.
7. Make sure you go to your hearing. If you do not go, your request will be denied and you will have to pay back the waived fees and costs.

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**Where can I find the laws and rules of court about fee waivers?**

The California laws about fee waivers are in the Government Code, Sections 68630 through 68641.

The California Rules of Court also deal with fee waivers for:

- Fee waiver rules for the trial courts, read Rules 3.50 through 3.58.
- Fee waiver rules in the Court of Appeal, read Rules 8.26, 8.100, 8.122, and 8.128.
- Fee waiver rules in the appellate division of the superior court, read Rules 8.818, 8.821, 8.832, and 8.833.



If you are getting public benefits, are a low-income person, or do not have enough income to pay for household's basic needs and you need to fill out this form to ask the court to waive all or part of your court fees, you must fill out this form to answer questions about your finances. If the court waives the fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for \$10,000 or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

1 **Your Information** (person asking the court to waive the fees):

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

2 **Your Job**, if you have one (job title): \_\_\_\_\_

Name of employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

3 **Your lawyer**

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes ☐ No ☐

b. (If yes, your lawyer must sign here) Lawyer's signature: \_\_\_\_\_

If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a hearing to explain why you are asking the court to waive the fees.

4 **What court's fees or costs are you asking to be waived?**

☐ Superior Court (See Information Sheet on Waiving of Superior Court Fees and Costs (form FW-001-INFO))

☐ Supreme Court, Court of Appeal

Appellate Court Fees and Costs

5 **Why are you asking the court to waive the fees?**

a. ☐ I receive (check all that apply):

Assistance ☐ IHSS (In-Home Supportive Services)

Assistance for Needy Families

b. ☐ My gross monthly household income is less than:

(If you check 5b you must fill out the table below.)

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income	If more than 6 people at home, add \$389.59 for each extra person.
1	\$1,128.13	3	\$1,907.30	5	\$2,686.46	
2	\$1,517.71	4	\$2,296.88	6	\$3,076.05	

c. ☐ I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to (check one): ☐ waive all court fees ☐ waive some of the court fees ☐ let me make payments over time

(Explain): \_\_\_\_\_

6 **Check here if you have previously asked for a fee waiver in this case in the last 6 months. Attach that request if you have it and check the second box.**

(If your previous request is reasonably available, please attach it to this form and check here. ☐)

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.

Date: **Write Today's Date here**

**Print Your Name here**

Print your name here

Sign here

**Sign Here**

**CONFIDENTIAL**

Clerk stamps date here when form is filed.

**SAMPLE ONLY**

**Do not fill out this form**

**Write in the court address here**

Fill in case number and name:

Case Number: **Write your Case Number here**

Case Name:

**Write your Case Name here**

number, and State Bar number):

**For question 5, check 'a', 'b', OR 'c':**

**If you check # 5a, just make sure you check any box that applies to you in 5a.**

**If you check # 5b, fill out # 7,8 and 9 on the back. Then, you are done!**

**If you check #5c, fill out everything on back side of the form.**

Print Your Name here

Case Number:

Write your Case Number here

Your name: \_\_\_\_\_

If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only. If you checked 5c, you **must** fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

- 7 ☐ Check here if your income changes a lot from month to month. Fill out below based on your average income for the past 12 months.

8 Your Monthly Income

- a. Gross monthly income (before deductions): \$ \_\_\_\_\_  
List each payroll deduction and amount below:

(1) \$ \_\_\_\_\_  
(2) \$ \_\_\_\_\_  
(3) \$ \_\_\_\_\_  
(4) \$ \_\_\_\_\_

b. Total deduction \$ \_\_\_\_\_

c. Total monthly income \$ \_\_\_\_\_

d. List the source of your income for each month, including wages, salary, pension, annuity, Social Security, disability, unemployment, interest, dividends, and other income, including income from other sources.

(1) \$ \_\_\_\_\_  
(2) \$ \_\_\_\_\_  
(3) \$ \_\_\_\_\_  
(4) \$ \_\_\_\_\_

e. Your total monthly income is (8c plus 8d): \$ \_\_\_\_\_

9 Household Income

- a. List all other persons living in your home and their income; include only your spouse and all individuals who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

Name	Age	Relationship	Gross Monthly Income
(1) _____	_____	_____	\$ _____
(2) _____	_____	_____	\$ _____
(3) _____	_____	_____	\$ _____
(4) _____	_____	_____	\$ _____

b. Total monthly income of persons above: \$ \_\_\_\_\_

Total monthly income and household income (8e plus 9b): \$ \_\_\_\_\_

To list any other facts you want the court to know, such as unusual medical expenses, family emergencies, etc., attach form MC-025. Or attach a sheet of paper, and write Financial Information and your name and case number at the top. Check here if you attach another page. ☐

**Important!** If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.

10 Your Money and Property

a. Cash \$ \_\_\_\_\_

b. All financial accounts (List bank name and amount):

(1) \$ \_\_\_\_\_  
(2) \$ \_\_\_\_\_  
(3) \$ \_\_\_\_\_  
(4) \$ \_\_\_\_\_

If you checked # 5b, fill out # 7,8 and 9. You do not have to fill out #10 and #11.

If you checked #5c, fill out everything on this side of the form.

When you answer the items in this page, make sure you fill out everything and that the information is true and complete.

e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):

Describe	Fair Market Value	How Much You Still Owe
(1) _____	\$ _____	\$ _____
(2) _____	\$ _____	\$ _____
(3) _____	\$ _____	\$ _____

11 Your Monthly Expenses

(Do not include payroll deductions you already listed in 8b.)

a. Rent or house payment & maintenance \$ \_\_\_\_\_  
b. Food and household supplies \$ \_\_\_\_\_  
c. Utilities and telephone \$ \_\_\_\_\_  
d. Clothing \$ \_\_\_\_\_  
e. Laundry and cleaning \$ \_\_\_\_\_  
f. Medical and dental expenses \$ \_\_\_\_\_  
g. Insurance (life, health, accident, etc.) \$ \_\_\_\_\_  
h. School, child care \$ \_\_\_\_\_  
i. Child, spousal support (another marriage) \$ \_\_\_\_\_  
j. Transportation, gas, auto repair and insurance \$ \_\_\_\_\_

READ this notice carefully!

If you want to add any more information, attach form MC-025 or a piece of paper, with your name, case number and write "Financial Information" at the top. Don't forget to check the box in here telling the court you have attached another page.

(1) \$ \_\_\_\_\_  
(2) \$ \_\_\_\_\_  
(3) \$ \_\_\_\_\_

Total monthly expenses (add 11a – 11m above): \$ \_\_\_\_\_

This form asks the court to waive *additional* court fees that are not covered in a current order. If you have not already received an order that waived or reduced your court fees, you must complete and file a *Request to Waive Court Fees (Superior Court)*, form FW-001, along with this form.

**SAMPLE ONLY**

**Do not fill out  
this form**

Fill in court name and street address:

Superior Court of California, County of

**Write in the court  
address here**

Fill in case number and case name:

Case Number Write your Case Number here

Case Name Write your Case Name here

**On #4,  
check the  
box that  
applies. Fill  
out a new  
FW-001 if  
your  
financial  
situation  
has gotten  
better.**

**1 Your Information** (person asking the court to waive the fees):

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Fill out item #1.****Fill out #2 if you have a lawyer.****2 Your lawyer** (name, address, telephone number, and State Bar number): \_\_\_\_\_

**In item #3, write the date of your  
latest fee waiver order. If you do not  
have one, leave it blank AND  
remember you have to also fill out  
form FW-001.**

fees or costs

on your low income, you may have to go to court to pay fees.

**3** Date your last court fee waiver order, if any, was granted: \_\_\_\_\_**4** Has your financial situation improved since your last *Request to Waive Court Fees*? ☐ No ☐ Yes (If yes, must fill out a new *Request to Waive Court Fees*, form FW-001, and attach it to this form.)**5** What other fees do you want your court fee waiver order to cover? (Check all that apply):a. ☐ Jury fees and expensesb. ☐ Court-appointed interpreterc. ☐ Fees for a peace officer tod. ☐ Reporter's daily fees (beyond 60-days after grant of a fee waiver, at court-approved daily rate)e. ☐ Fees for court-appointed expertf. ☐ Other (specify) \_\_\_\_\_

**For #5, check the box for every fee or cost you  
want the court to waive. If the fee you need waived  
is not listed, check "f" and explain what it is.**

**For #6, explain why you need the service that you want the  
fees waived for. For example, if you want the court to waive  
fees for a court-appointed interpreter for a witness, explain  
who the witness is and why you need him or her to testify in  
your case.**

**6** Why do you need these other services? \_\_\_\_\_**READ this Notice carefully!**

**Notice:** The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order the other side to pay the fees. If you settle your civil case for \$10,000 or more, the trial court will have a lien on the settlement in the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

**I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.**

Date: Write Today's Date here

Print Your Name here

**Sign Here**

Print your name here

Sign here

**Do not fill out  
this form**

- Write your name and address in #1.  
Fill out #2 if you have a lawyer.**

- Write in the court  
address here**

- Write your **Case Number** here

Write your **Case Name** here

**Notice:** The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court. The court may order the other side to pay the fees. If you do not pay, the court may order the other side to pay the fees. If you do not pay, the court may order the other side to pay the fees. If you do not pay, the court may order the other side to pay the fees.

**Do not fill out  
anything else  
on this page.**

- FW-003, Page 1 of 2

Your name: \_\_\_\_\_

Write your **Name** here

Case Number: \_\_\_\_\_

Write your **Case Number** here

- b. ☐ The court **denies** your request, as follows:

**Warning!** If you miss the deadline below, the court cannot process your request for hearing or the court papers you filed with your original request. If the papers were a notice of appeal, the appeal may be dismissed.

- (1) ☐ The court **denies** your request because it is incomplete. You have **10 days** after the clerk gives notice of this order (see date below) to:

- Pay your fees and costs, or
- File a \_\_\_\_\_ (if you are filing a motion or other items):

- (2) ☐ The court \_\_\_\_\_ shows that you are not eligible for \_\_\_\_\_

The court \_\_\_\_\_ (Superior Court), form FW-006. \_\_\_\_\_ to:

- Pay your fees and costs, or
- Ask for \_\_\_\_\_ (6 to request hearing.)

- c. ☐ The court needs more information. \_\_\_\_\_ to court on the date \_\_\_\_\_

- ☐ Bring the \_\_\_\_\_

**Do not fill out anything else on this page.**

**Hearing Date**

→ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Name and address of court if different from page 1: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Rm.: \_\_\_\_\_

**Warning!** If item c is checked, and you do not go to court on your hearing date, the judge will deny your request to waive court fees, and you will have 10 days to pay your fees. If you miss that deadline, the court cannot process the court papers you filed with your request. If the papers were a notice of appeal, the appeal may be dismissed.

Date: \_\_\_\_\_

Signature of (check one): ☐ Judicial Officer ☐ Clerk, Deputy



**Request for Accommodations.** Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least 5 days before your hearing. Contact the clerk's office for *Request for Accommodation*, Form MC-410. (Civil Code, § 54.8.)

### Clerk's Certificate of Service

I certify that I am not involved in this case and (check one): ☐ A certificate of mailing is attached.

☐ I handed a copy of this order to the party and attorney, if any, listed in ① and ②, at the court, on the date below.

☐ This order was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in ① and ②, from (city): \_\_\_\_\_, California on the date below.

Date: \_\_\_\_\_

Clerk, by \_\_\_\_\_, Deputy

Clerk stamps date here when form is  
filed**SAMPLE ONLY****Do not fill out  
this form**

Fill in court name and street address:

Superior Court of California, County of

**Write in the court  
address here**

Fill in case number and case name:

Case Number:

**Write your Case Number here**

Case Name:

**Write your Case Name here****1 Your Information** (person who asked the court to waive court fees):

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Fill out item #1.****2 Your Information** (person who asked the court to waive court fees): **Fill out #2 if you have a lawyer.** \_\_\_\_\_ number, e-mail,

and Street \_\_\_\_\_

**3 Date of order** denying your request to waive court fees

month/day/year): \_\_\_\_\_

☐ (Check  
request)**In #3, write the date of the order denying your  
request for a fee waiver (Form FW-003).  
If you have a copy of it, check the box and  
attach it to this Request.****4** I ask the court for a hearing on my fee waiver request so that I can bring more information  
about my financial situation.**5** ☐ The additional facts that support my request for a fee waiver are (describe):(Use this space if you want to tell the court in advance what facts you want considered at the hearing. If the  
space below is not enough, attach form MC-025. Or attach a sheet of paper and write Additional Facts and your  
name and case number at the top. You may also attach copies of documents you want the court to look at.)**In #5, if you want to add anything to the information you already  
wrote down on Form FW-001, check the box and write it in this  
space. The information you write here must be related to your  
financial situation and to your inability to afford the fees. If you run  
out of room, you can attach a piece of paper and write your name,  
case number and "Additional Facts" at the top.**

Date:

**Write Today's Date here****Print Your Name here**

Print your name here

**Sign Here****Request for Accommodations.** Assistive listening systems, computer-assisted real-time captioning, or sign  
language interpreter services are available if you ask at least five days before your hearing. Contact the  
clerk's office for *Request for Accommodation*, form MC-410.

**FW-007**Turn in this form with your Request  
for Hearing, FW-006.**CONFIDENTIAL**

Clerk stamps date here when form is filed.

**1 Person who asked for the hearing:**

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

**Write your name and address in #1.  
Fill out #2 if you have a lawyer.****2 Lawyer (if you have a lawyer, fill out court number, e-mail, and State Bar number):** \_\_\_\_\_**SAMPLE ONLY****Do not fill out  
this form**

Fill out court name and street address:

Superior Court of California, County of \_\_\_\_\_

**Write in the court  
address here**

Fill in case number and case name:

Case Number: \_\_\_\_\_

**Write your Case Number here**

Case Name: \_\_\_\_\_

**Write your Case Name here****3 The court received your request for a hearing about your court fees on (date):** \_\_\_\_\_**Read this form carefully. All checked boxes ☒ are court orders.**

- 4** ☐ The court grants your request for a hearing on your eligibility for a fee waiver. **Go to your court hearing** on the date below. You may bring information about your financial situation to the hearing.

**Hearing  
Date**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Dept.: \_\_\_\_\_

Rm.: \_\_\_\_\_

Name and address of court if different from above: \_\_\_\_\_

**5** ☐ The court **denies** your request for a hearing about your court fees on the date below.

- a. ☐ The hearing for a fee waiver is denied.
- b. ☐ No request for a hearing.
- c. ☐ Other (explain): \_\_\_\_\_

**Do not fill out  
anything else  
on this page.**

Final of the request

Date: \_\_\_\_\_

**Request for Access to Court Interpreter**  
language interpreter  
office for Request for HearingClerk, Deputy  
Captioning, or sign  
contact the clerk's**Clerk's Certificate of Service**I certify that I am not involved in this case and (check one): ☐ A certificate of mailing is attached.☐ I handed a copy of this notice to the party and attorney, if any, listed in **1** and **2**, at the court, on the date below.☐ This notice was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in **1** and **2**, from (city): \_\_\_\_\_, California on the date below.

Date: \_\_\_\_\_

Clerk, by \_\_\_\_\_, Deputy

Clerk stamps date here when form is filed.

**SAMPLE ONLY**Do not fill out  
this form

Fill out court name and street address:

Superior Court of California, County of

Write in the court  
address here

Fill out case number and case name:

Case Number Write your Case Number here

Case Name: Write your Case Name here

**1 Your Information** (person with a fee waiver):

Name: \_\_\_\_\_

Street or mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Write your name and address in #1.  
Fill out #2 if you have a lawyer.**2 Your Lawyer's Information** (if you have a lawyer, e-mail, and State Bar number: \_\_\_\_\_)**3 Date of your last court fee waiver order in this case:**  
(date) \_\_\_\_\_On #3, write the date of your  
last fee waiver court order.READ this Notice  
carefully!

**Notice:** The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order the other side to pay the fees. If you settle your civil case for **\$10,000** or more, the trial court will have a lien on the settlement in the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

- 4** ☐ My financial situation has changed since I filed my fee waiver. I ask the court to do the following:
- a. ☐ End my fee waiver because my financial situation has improved and I can now pay the fees and costs that are due after (date): \_\_\_\_\_
- b. ☐ Review my updated financial information in the attached *Request to Waive Court Fees*. I believe I am still eligible for a fee waiver. (Complete form FW-001 and attach to this form.)

Check #4 if your finances have improved. Then,  
Check #4a if you can now afford the court fees and  
write the date when you can start paying them.  
Check #4b if you still need a fee waiver.

- 5** ☐ My case has settled for \_\_\_\_\_ (check one) ☐ My case has not settled.
- a. I (check one) ☐ I got the money from the settlement. ☐ The name and address of the party who will pay the settlement is \_\_\_\_\_
- b. The name and address of the party who will pay the settlement is \_\_\_\_\_

Check #5 if your case settled and check the right  
box depending on how much you settled for.  
In #5a, check the right box telling the court if you  
got the the money from the settlement.  
In #5b, write the name and address of the party  
who will pay the settlement.

I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: Write Today's Date here

Print Your Name here

Print your name here

Sign Here

Sign here